

ADDENDUM #1 SEE CHANGE ON THE PRE-BID CONFERENCE TIME (AT 9:00 A.M.)



## NOTICE OF SOLICITATION

SERIAL 06098-S

**INVITATION FOR BID FOR: MICROFILMING SERVICES [NIGP 91568]**

Notice is hereby given sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M., Arizona Time** on **SEPTEMBER 26, 2006** for the furnishing of the following services for Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 06098-S INVITATION FOR BID FOR MICROFILMING SERVICES."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

DIRECT ALL INQUIRIES TO:

DAVE LAFOND  
PROCUREMENT OFFICER  
TELEPHONE: (602) 506-3248  
EMAIL: [lafond@maricopa.gov](mailto:lafond@maricopa.gov)

**THERE WILL BE A PRE-BID CONFERENCE AT 9:00 A.M. ON SEPTEMBER 6, 2006, AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 WEST LINCOLN STREET, PHOENIX, ARIZONA 85003.**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

<http://www.maricopa.gov/materials/advbd/advbd.asp>

**VENDORS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH THEIR BID**

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Signature:

Date:

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**SERIAL 06098-S**

**NO RESPONSE**

Respondents not responding to this Invitation for Bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL [06] -S"**

Responses must be received **BY 2:00 P.M., September 26, 2006**. Respondents failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL: **06098-S**

TITLE: **MICROFILMING SERVICES**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NOT SUBMITTING A BID:

\_\_\_\_\_ Insufficient time  
\_\_\_\_\_ Do not handle product/service  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**M/WSBE CONTRACT PARTICIPATION**

An M/WSBE goal has not been established for this procurement as there are no qualifying entities listed in the Minority/Women-Owned Small Business Enterprise Program Directory, nor did research reveal any qualified entities.

## INVITATION FOR BID FOR: MICROFILMING SERVICES

### 1.0 **INTENT:**

The intent of this Invitation for Bids is to establish a contract for microfilming services including all labor, materials and equipment for processing and duplicating of film for the County Recorder's Office, County Department of Transportation (MCDOT) and other County departments on an as needed basis.

Maricopa County reserves the right to award a contract in whole or in part to one or more vendors.

### 2.0 **SPECIFICATIONS:**

#### 2.1 GENERAL REQUIREMENTS:

County shall provide 16mm original camera negative microfilm, digital images or original documents for filming, processing and/or duplication. Processing of film must be in a "Deep Tank" processor that is approved for use by the County Recorder's Office. The contractor must have two "Deep Tank" processors in the event that one should fail. For filming of digital images a Kodak Archive Writer must be used. The contractor must have two 9620 Kodak Archive Writers in the event that one should fail.

2.1.1 Contractor shall provide silver halide microfiche or microfilm originals. Film must be conventional silver halide typed manufactured for use as microfilm with a safety base of polyester (ANSI/NAPM IT9.1-1996). Contractor must be able to provide both Diazo and Silver duplicates upon request. Diazo duplicates shall be provided on Black Diazo only.

2.1.2 Resolution for film created on planetary cameras must meet or exceed a minimum of 110 lines. 112 lines (25x) will read as 4.5 on a resolution chart and (32x) will read as 115 lines, 3.6 on a resolution chart. We currently film at (27x). All resolution readings must be converted to a decimal reading from a resolution on a written chart. Our resolution reading must be at least 4.0. All resolution readings will be verified by our office using a 100x powered microscope.

2.1.3 Resolution for film created on rotary cameras must meet or exceed a minimum of 125 lines. 124 lines will read as 5.2 on a resolution chart. We currently film at (24x). All resolution reading must be converted to a decimal reading from a resolution on a written chart. Readings must be recorded and submitted daily on a written report. Our resolution reading must be at least 5.2. All resolution readings will be verified by our office using a 100x powered microscope.

2.1.4 Density for each roll of microfilm must be between .85 and 1.35 with 1.1 being the ideal. Density readings must be recorded on the written report. Example: Background Density 0.85 to 1.35 = BK 1.1. Base Density + Fog 0.00 to .10 = BS .05. All density and fog readings will be verified by our office using a densitometer.

2.1.5 Processing must be accomplished using a processor that provides a separate fixing stage and washes the film thoroughly following fixing. Processed film must have no more than 1.4 micrograms per square centimeter of residual thiosulfate (fix) remaining on the film. This must be documented through regular testing of the processing operation using the methylene-blue method. If the film does not meet the standard it must be rewashed and retested within 14 days of initial processing.

2.1.5.1 The Contractor shall perform a Methylene blue analysis on request and a written report with the results submitted to the Recorder's Office within 24 hours of the test.

2.1.6 Contractor shall inspect each frame of developed film for foreign objects, overlapping documents, overexposure of documents, out of sequence documents, missing documents, documents that are blurry, documents that are cut off, fogged documents or scratches on

film. Contractor shall notify the County of problem frames on a daily basis, develop refilms and splice the new document(s) into the film. Splicing must be of sonic weld type only.

2.1.7 Original film must be transmitted with emulsion side out leading off the top of the reel.

2.1.8 Diazo copies must be copied with the sensitized side down leading off the top of the reel.

## 2.2 PROCESSING AND DUPLICATING PROCEDURES:

2.2.1 Contractor shall process and inspect 16mm x 215 feet rolls of microfilm per specifications. Cut and sonic splice refilms/error and verify sequence of images. Provide a silver halide roll of microfilm and or provide 4 inches x 6 inches, 5-channel horizontal microfilm jackets and load processed microfilm to produce microfiche. Produce laser printed title strips and affix to microfilm jackets. Provide quality control to validate sequence and contents of jackets.

2.2.1.1 For Recordings and Miscellaneous documents processed daily the Title information must include date, beginning and ending recording numbers, roll number and or fiche number.

2.2.1.2 For Affidavits of Real Property Value processed daily the Title information must include document name, date beginning and ending recording numbers, roll number and or fiche number.

2.2.2 Contractor shall be a Kodak certified processing lab. The facility and workflow process must pass a Kodak inspection. Vendor must have employees who have passed Credited Kodak Classes that include the following:

Chemical Quality  
Chemical Temperatures  
Processing speeds  
Methylene-blue analysis  
Film density  
Scratch tests

Results of quality tests will be documented and submitted in writing on a monthly basis to the County Recorder's Office.

2.2.3 Third-party or subcontractors are **not** allowed to provide services under this Contract

## 2.3 ADDITIONAL PROCESSING REQUIREMENTS:

The following are general requirements of selected departments within Maricopa County. Processing, duplication and services must meet the same specifications outlined above.

2.3.1 Sheriff's Film.

Payroll approximately 1 roll a week, process and make (1) 2mil and place in white box (a sample will be provided).

Criminal Cases approximately 1-2 rolls a week process and make (1) 2mil of each and place in magazines (a sample will be provided).

2.3.4 Microfilming of Plat Maps and Engineering Drawings from original paper or digital images.

Film on 35mm large format planetary microfilmer at 24x reduction. Load in aperture card. Title aperture card. Original paper or digital images shall be picked up or mailed

weekly. Film shall be returned within five (5) working days of receipt by Contractor. If mailed, the time to ship would be excluded from the five (5) working days.

**2.3.5 Maricopa County Department of Transportation (MCDOT).**

MCDOT requires the following items to be filmed, processed and duplicated on microfilm aperture cards:

2.3.5.1 As-built plans of MCDOT projects, usually these are 24" x 36".

2.3.5.2 As-built plans from completed permits, usually these are 24" x 36", but can vary in size.

2.3.5.3 Completed permits 8.5 " x 11".

2.3.5.4 Assessor maps 14" x 18".

2.3.5.5 Completed Subdivision, Zoning and Work Orders 8.5" x 11", 8.5" x 14" and 11" x 17".

**2.4 DISASTER RECOVERY PROGRAM:**

The Contractor shall provide a Disaster Recovery Program to include the following elements:

2.4.1 Microfilm Restoration – Cleaning, drying, treatment for water damage, repackage film (replace water/damaged reels and boxes).

2.4.2 Film Reduction – Lower density of overexposed film caused by processor malfunctions and/or improper camera exposure settings, providing a lighter image that can be read and printed.

2.4.3 Film Intensification – Increase density of underexposed film by increasing the silver content, providing a darker image that can be read and printed.

2.4.4 The disaster recovery lab must have a 24-hour hotline. All services must be available 24 hours a day, 7 days a week.

2.4.5 Contractor must provide certification of the ability to provide disaster recovery services, including the address and telephone number of their disaster recovery lab with the bid.

2.4.6 Contractor must provide references of customers who have used these disaster recovery services through their facility with the bid.

**2.5 FILM CARTRIDGE STORAGE:**

Film cartridges not in production shall be stored in a secure vault when not in production. Contractor's facility shall have proper security measures in-place to track ingoing and outgoing traffic.

**2.5 BACKUP SERVICES:**

Contractor must provide backup filming services for the County Recorder's Office.

2.5.1 Read and film onto archival storage media from digital tiff format.

2.5.2 Archival storage media provided by the Contractor must be identical to film used by the County Recorder's Office.

2.5.3 Backup microfilming specifications include:

2.5.3.1 rotary microfilming,

2.5.3.2 24X reduction,

2.5.3.3 cine orientation,

2.5.3.4 simplex format,

2.5.3.5 two-level image marks (medium and small),

2.5.3.6 minimum 125 lines per millimeter resolution at 24X reduction,

2.5.3.7 no "bleed through" imaging.

2.5.4 All copies of materials must be returned to the Recorder's office. Vendor shall not keep any copies for their own use. If vendor desires copies, arrangements and pickup must be made with the Recorder's Office. Contractor must print numeric recording number at the top of each page prior to image capture.

2.6 REWORK:

In the event above bid specifications are not met by the Contractor, the Recorder's Office will request the work to be redone and resubmitted for approval. Contractor will absorb all costs incurred as a result of non-compliance.

2.7 DELIVERY:

2.7.1 Contractor shall include in their pricing costs, pickup or mailing of the film, paper or digital images. Delivery costs should be included as well.

2.7.2 Daily recordings, affidavits, plat maps and engineering drawings and other services must be delivered within 5 working days or upon request.

2.7.3 Contractor must provide a detailed packing slip with each delivery to the County Recorder.

2.7.4 Film must be returned in plastic film box containers, meeting nationally accepted standards for microfilm preservation.

2.7.5 Film box labels are to be created according to specifications. Specification will be provided to the Contractor, and may change periodically.

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.9 INVOICES AND PAYMENTS:

2.9.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

Company name, address and contact  
County bill-to name and contact information  
Contract Serial Number



County purchase order number  
Invoice number and date  
Payment terms  
Date of service or delivery  
Quantity (number of days or weeks)  
Contract Item number(s)  
Description of Purchase (product or services)  
Pricing per unit of purchase  
Freight (if applicable)  
Extended price  
Mileage w/rate (if applicable)  
Arrival and completion time (if applicable)  
Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.9.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.9.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.10 TAX:

No tax shall be levied against labor. It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

2.11 DELIVERY:

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.12 CONTRATOR FACILITIES:

2.12.1 Contractor shall possess a self-contained darkroom.

2.12.2 Contractor shall have property security and safety procedures and mechanisms in-place (e.g. eye wash stations, chemical spill control, etc.).

2.12.3 Contractor facility shall be certified in use of *Kodak Archive Writer*.

2.12.4 Contractor facility shall be full-service and self-contained so all creation, production, processing, duplication and storage of the film is accomplished within the same facility.

2.12.5 Contractor facility shall have on-site, a secure, climate controlled vault that meets or exceeds NASII standard.

2.13 Contractor shall not be in the business of selling records converted or produced independently from record source.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options or one (1), three (3) year option, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

3.5 INSURANCE REQUIREMENTS

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

**3.5.1 Commercial General Liability:**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**3.5.2 Automobile Liability:**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

3.5.3 Workers' Compensation:

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.4 Certificates of Insurance.

3.5.4.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

3.5.4.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.8 NO GUARANTEED QUANTITIES.

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract

**3.9 ORDERING AUTHORITY.**

- 3.9.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).
- 3.9.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.
- 3.9.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.
- 3.9.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

**3.10 INQUIRIES AND NOTICES:**

All inquiries concerning information herein shall be addressed to:

Maricopa County  
Materials Management Department  
ATTN: Contract Administration  
320 West Lincoln Street  
Phoenix, Arizona 85003

Administrative telephone inquiries shall be addressed to:

David M. LaFond, Procurement Officer, 602-506-3248  
([lafondd@mail.maricopa.gov](mailto:lafondd@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to Barbara Frerichs, 602-506-7866

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

**3.11 EVALUATION CRITERIA.**

- 3.11.1 The evaluation of Bids will be based on, but will not be limited to, the following:
  - 3.11.1.1 Compliance with specifications.
  - 3.11.1.2 Price.
  - 3.11.1.3 Determination of Responsibility.
- 3.11.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.11.3 The County reserves the right, as part of its due diligence, after Bid submittal and prior to contract award, to inspect Contractor facilities as part of Bid evaluation to verify that facilities meet Contract requirements.

3.12 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.13 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Respondents shall provide one (1) original hardcopy (labeled), two (2) hardcopy copies and one (1) electronic (CD) copy, including pricing.** Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.14 MANDATORY SUBMITTAL REQUIREMENTS:

3.14.1 Contractor shall provide a sample microfilm, microfiche, title and packing slip with the Bid. Contractors shall provide certification of their ability to provide disaster recovery services (Section 2.4), including the address and telephone number of their disaster recovery lab with the Bid. Contractors shall provide references naming customers who have used these disaster recovery services through their facility with the Bid.

3.14.2 Contractor shall provide an inventory and description of all relevant equipment used for production, processing, duplication and quality assurance of final products.

3.14.3 Contractor shall provide a description of property security and safety procedures and mechanisms in-place within their facilities.

3.14.4 Contractor shall provide documentation certifying that its facility has an on-site, secure, climate controlled vault that meets or exceeds NASII standard

3.14.5 Contractor shall provide description of process to ensure film cartridges not in production are stored in a secure vault when not in production and that the facility has proper security measures in-place to track ingoing and outgoing traffic.

3.15 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

3.15.1 **Mandatory:** One (1) original hardcopy (labeled), two (2) hardcopy copies and one (1) electronic (CD) copy, including pricing;

3.15.2 **Mandatory:** Attachment "A", Pricing;

3.15.3 **Mandatory:** Attachment "B", Agreement; and

3.15.4 **Mandatory:** Attachment "C", References.

3.15.5 **Mandatory:** Submittals required by Section 3.14.

3.16 POST AWARD MEETING:

The successful Respondent(s) shall be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**

**ATTACHMENT A  
PRICING**

**SERIAL: 06098-S**

BLANKET ORDER: B0608699

COMMODITY CODE: NIGP 91568

BIDDER NAME:

VENDOR #:

BIDDER ADDRESS:

P.O. ADDRESS:

BIDDER PHONE #:

BIDDER FAX #:

COMPANY WEB SITE:

COMPANY CONTACT (REP):

E-MAIL ADDRESS (REP):

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

ACCEPT PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % DISCOUNT

OTHER GOVERNMENT AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

PAYMENT TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE PAYMENT TERMS WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10

NET 15

NET 20

NET 30

NET 45

NET 60

NET 90

2% 10 DAYS NET 30

1% 10 DAYS NET 30

2% 30 DAYS NET 31

1% 30 DAYS NET 31

5% 30 DAYS NET 31

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_%

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:**

\_\_\_\_ NEWSPAPER ADVERTISEMENT

\_\_\_\_ MARICOPA COUNTY WEB SITE

\_\_\_\_ POSTAL MAIL PRE-SOLICITATION NOTICE

\_\_\_\_ E-MAIL PRE-SOLOCITATION NOTICE

\_\_\_\_ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON THE SAME CD AS THE BID AND FORMATTED IN EXCEL '2003. BIDS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY RESPONSE NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.



## ATTACHMENT A PRICING

### 1.0 PRICING: (All prices include pick-up and delivery)

#### 1.1 Develop/Process 16mm Film:

1.1.1 16MM X 100"	\$ _____/ROLL	\$ _____/FRAME	
1.1.2 16MM X 215"	\$ _____/ROLL	\$ _____/FRAME	

1.2 Duplicate 4 mil film: (Duplicate from original)	\$ _____/ROLL	\$ _____/FRAME	
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1.3 Duplicate 2 mil film: (Duplicate from original)	\$ _____/ROLL	\$ _____/FRAME	
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#### 1.4 Silver Halide Duplicates: (Duplicate from original)

1.4.1 16MM X 100"	\$ _____/ROLL	\$ _____/FRAME	
1.4.2 16MM X 215"	\$ _____/ROLL	\$ _____/FRAME	
1.4.3 35MM X 100"	\$ _____/ROLL	\$ _____/FRAME	

#### 1.5 Duplicate Microfiche:

1.5.1 (1) Set	\$ _____/EACH	
1.5.2 (2) Set	\$ _____/EACH	
1.5.3 (3) Set	\$ _____/EACH	
1.5.4 (4) Set	\$ _____/EACH	
1.5.5 (5) Set	\$ _____/EACH	
1.5.6 (6) Set	\$ _____/EACH	
1.5.7 (7) Set	\$ _____/EACH	
1.5.8 (8) Set	\$ _____/EACH	
1.5.9 (9) Set	\$ _____/EACH	
1.5.10 (10) Set	\$ _____/EACH	
1.5.11 (11) Set	\$ _____/EACH	
1.5.12 (12) Set	\$ _____/EACH	
1.5.13 (13) Set	\$ _____/EACH	
1.5.14 (14) Set	\$ _____/EACH	
1.5.15 (15) Set	\$ _____/EACH	
1.5.16 (16) Set	\$ _____/EACH	
1.5.17 (17) Set	\$ _____/EACH	
1.5.18 (18) Set	\$ _____/EACH	
1.5.19 (19) Set	\$ _____/EACH	
1.5.20 (20) Set	\$ _____/EACH	

1.6 Jacket Microfiche	\$ _____/EACH	
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1.7 Convert Maps/Plat Documents to 35MM Aperture Cards:	\$ _____/EACH	
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1.8 Additional Percentage Cost for Backup Service:	_____ %	
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1.9 Discount From Price List for Items not Specified:	_____ %	
--	---------	--

## ATTACHMENT B

### AGREEMENT

Respondent hereby certifies that respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT IFB CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 RESPONDENT SUBMITTING PROPOSAL

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**MARICOPA COUNTY, ARIZONA**

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

**ATTESTED:**

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

**APPROVED AS TO FORM:**

\_\_\_\_\_  
 DEPUTY MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE

**ATTACHMENT C**  
**CONTRACTOR REFERENCES**

**RESPONDENT SUBMITTING BID:** \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

## EXHIBIT 1

### VENDOR REGISTRATION PROCEDURES

**On-line Vendor Registration at Maricopa County is available NOW!**

**On November 22, 2004, Maricopa County changed its vendor registration process.** Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

**Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.**

**Procurement vendors:** Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).